



The Queen's Hall
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Cuckfield
West Sussex
RH17 5EL

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cemetery@cuckfield.gov.uk

Cuckfield Cemetery Regulations



May 2022

Cemetery Regulations

Cuckfield Parish Council are responsible for the management of Cuckfield Cemetery. The cemetery is administered by a cemetery registrar on behalf of the Parish Council and not by Holy Trinity Church.

This booklet is a guide to assist friends and family of people buried in the cemetery, funeral directors, stonemasons and other people that may visit the cemetery.

These regulations are here to:

- Protect the health and safety of staff and visitors
- Maintain a respectful atmosphere within the grounds
- Reduce environmental damage as much as possible

They are here to make sure we are fair to everybody and to make sure you know what we expect of you, whether you are a funeral director, stonemason, or a member of the general public.

We have been asked why these regulations are necessary; why we don't allow candles, glass holders and the like.

Unfortunately, when these items get broken or misplaced they can harm visitors, staff, or animals and also cause damage to maintenance or mowing equipment used to care for the grounds.

These rules are for the benefit of us all, and we appreciate you following them.

General Information

The cemetery is attached to Holy Trinity Churchyard in Cuckfield, with access to the cemetery through the two main lychgates of the church or access points in Newbury Lane.

The original churchyard and older parts of the cemetery are now closed as it is full, excepting burials where graves are re-opened or those burials taking place in pre-purchased graves.

The Parish Council has worked hard for many years to ensure that Cuckfield has been able to retain and develop the cemetery, and the new section in Newbury Meadow will serve the village for many years to come.

The cemetery facilities include a general burial ground for traditional burials, and a section for the interment of cremated remains where a memorial can be placed; there is also a natural burial facility. All these sections are situated at the south eastern end of the cemetery in the new section.

In the natural burial section only biodegradable coffins and fittings are allowed. Wooden coffins will only be permitted if the timber has been sourced from managed tree forests and

they must be ecologically sound. The deceased person will be accepted for burial in a corrugated cardboard coffin, a homemade coffin (which needs to be approved by the cemetery registrar), bamboo, wicker, willow or any other natural material deemed acceptable. Further details concerning the regulations of the Natural Burial Ground can be found on page 7 of this booklet.

The cemetery office is located in the offices of:

**Cuckfield Parish Council
Queen's Hall
High Street
Cuckfield
West Sussex RH17 5EL**

Tel 01444 454276

Cemetery Registrar: Shayne Hilbourne

email: cemetery@cuckfield.gov.uk

www.cuckfield.gov.uk

Hours of opening Monday – Friday 10am to 3pm

We always try to meet the needs of the family and friends of people who are buried in the cemetery, and advice or support is available through the above office.

There is an online register of people buried within the cemetery; you can search these registers personally at www.cuckfield.gov.uk

Cemetery Opening Hours for Burials taking Place

Interments may take place every day except Saturday, Sunday and Public Holidays.

From 1st April to 30th September

Monday to Thursday 09.30 – 15.00

Friday 09.30 – 14.00

From 1st October to 31st March

Monday to Thursday 09.30 – 14.00

Friday 09.30 – 13.00

Facilities

There are no formal car parking facilities for the cemetery, although a small lay-by has been made along Newbury Lane for occasional visitors. There are no toilet facilities within the cemetery. Water points are provided around various different parts of the cemetery together with rubbish bins for the disposal of all unwanted waste.

Children

Families with children are always welcome, but we ask for your co-operation in keeping children under supervision at all times.

Dogs

Dogs must be kept on a lead at all times and prevented from fouling anywhere within the cemetery. Owners are required to clean up after their dogs and place it in the dog litter container on the exit next to the lychgate at the church.

Security

The council cannot accept responsibility for the security of any plants, memorials, personal effects or any other items placed on or around any graves.

Code of Conduct

Visitors to the cemetery should not:

- Ride bicycles, skateboards, or motorcycles.
- Allow dogs to foul within the cemetery grounds.
- Obstruct or cause nuisance to any officer of or person employed by the Parish Council.
- Cause damage to any grave, memorial, plant, bulbs, tree or shrub.
- Use a radio or similar device without headphones in the cemetery.

The scattering of ashes on already purchased graves is strictly forbidden. The planting of trees, shrubs, flowers or bulbs, together with placing of artificial flowers, and solar or battery-operated lighting is not allowed on any grave or in any section.

Newbury Meadow, the new section of the cemetery is a lawn cemetery. It is not permitted to plant flowers or place memorial goods outside of the area designated for the placement of memorials, or to enclose the grave space with any kerb sets, railings or other structure. This is to allow for effective mowing and maintenance.

Arranging a Burial

An Interment Form must be forwarded to the Cemetery Registrar:

- During office hours, three working days (excluding Saturdays, Sundays and Public Holidays) before the date of the interment.
- In the case of a full burial, either the green certificate issued by the Registrar of Births and Deaths in respect of the person to be buried, or the Coroner's Certificate for burial must be included.
- A Registrar's Certificate should be included in the case of a Stillborn Child. Any certificate issued in the case of unborn babies or neo natal deaths should also be

sent in the same manner.

- For the interment of cremated remains, a Certificate of Cremation issued by the Crematorium Authority should accompany the interment form.
- All fees and charges connected with the interment should accompany the interment form with all cheques being made payable to Cuckfield Parish Council.

Exclusive Rights of Burial

Upon payment of the prescribed fee an exclusive right of burial is granted for a period of fifty years only, either at the time of submitting the interment notice or for future use. These spaces can be purchased by residents or non-residents of Cuckfield Parish (a copy of the boundary is lodged with the Cemetery Registrar), but non-residents are subject to an increased charge.

In certain circumstances where a long-term resident of Cuckfield Parish has been taken into residential care, a family home, or hospitalised due to ill health, the Council may, at its own discretion, apply single resident fees wherever it is considered appropriate.

When the interment involves re-opening an existing grave where the rights of burial have been issued, the grant of exclusive right of burial and the authority of the grantee must be produced before notice of interment in a purchased grave will be accepted.

If the name on the deed is not the same as the person signing the interment form an indemnity form will need to be completed in order for the interment to take place together with correspondence confirming their permission to re-open this grave.

Where the Deed Owner is the deceased, authority for the interment is presumed by Section 10(6) of The Local Authorities Cemeteries Order 1977. It is recommended that the next of kin of the deceased arranges for these Deeds of Ownership to be transferred and re-assigned to themselves or another near relative. (A small charge may be made for this service.)

Cuckfield Cemetery is a non-denominational burial ground. It is the responsibility of the person organising the interment to arrange for any religious blessings of the plot.

Gravedigging

All new graves will be excavated and filled in by the council's contractor at the Cemetery and the following depths will be observed.

Single Grave	5'6" deep
Double Depth	7'6" deep
Child's Grave	4'0" deep

All graves are measured to 7' x 2'6"

The interment of three persons in any one grave may be authorised at the discretion of the Cemetery Registrar but is always dependent on ground conditions and may be subject to an



additional fee.

Cuckfield Parish Council may limit the depths of graves where drainage or other causes render such a restriction to be necessary.

It is the policy of the Council to undertake the initial turving of grave spaces as soon after the interment as practicable, having regards to conditions and season. This service is included in the interment fee.

Memorialisation

This facility is available to the registered owner of the rights of burial of a grave. Applications to place or erect a memorial should be made on the Memorial Application Form available from the Cemetery Registrar and the appropriate fee must be paid to the Council at the time of application before a permit is issued. All permits will be issued within 2 weeks of the application being received.

- No memorial may be placed upon any grave unless a permit is obtained.
- A drawing showing the design and dimensions of every memorial together with details of materials and inscriptions, shall be submitted for approval to the Cemetery Registrar.
- All memorials should accord to an approved standard of workmanship recommended by The National Association of Monumental Masons and all memorials must be fixed to a pre-cast concrete bearer below the ground level.
- All memorials above height of 18" must have a recommended NAMM stabilising fixing.
- The grave number may be engraved on the rear of the headstone but trade names are not allowed.
- Additional inscriptions to memorials can be made by completing a Memorial Application Form in the same way as a new memorial application, enclosing the relevant fee.
- At the discretion of the Parish Council a temporary grave marker or wooden cross not exceeding 18" in height and 12" in width may be placed immediately after any burial including cremated remains but must be removed after a six month period. The council reserves the right to remove these markers after this period has elapsed.
- The owner of the rights of burial is responsible for the maintenance of memorials placed upon the grave, and also for its removal and expense incurred to allow the

grave to be re-opened for any subsequent burial should the need arise.

Memorial Sizes

- In the case of an already purchased grave for full burials, memorials in all cases must not exceed 3' in height, 2' in width and 3" in thickness. Bases must not exceed 12" front to back and no kerb sets are allowed.
- In the case of the cremated remains plot, memorials must not exceed 18" in height, 14" in width, 2" thickness and the base not exceeding 10" front to back.
- In the case of a child's already purchased grave memorials must not exceed 24" in height, 16" in width, 3" thickness, and the base not exceeding 10" front to back.
- In the case of an un-purchased grave in the stillborn section of the cemetery no memorial may be placed other than a flat tablet measuring 2" x 9" (w) x 6".

Failure to comply with these regulations may result in the council requesting the memorial to be removed and any outstanding works to be completed at the cost of the applicant.

The planting of trees or shrubs together with placing of artificial flowers, solar or battery operated lighting is not allowed, and such items will be removed from the site by the cemetery staff. The use of glass or ceramic vases is prohibited due to the risk of breakage, injury and damage to maintenance equipment.

It is not permitted to plant flowers or place memorial goods outside of the area designated for the placement of memorials. Memorial goods placed on graves will be removed if they become unsightly (for example dead plotted plants, flowers or damaged items).

Newbury Meadow Natural Burial Ground

New graves in this section may be purchased for a period of 50 years to allow for a maximum of two interments in any one grave space.

In line with the general burial section the same regulations concerning times of operation will apply.

At the sole discretion of the Environment Committee of Cuckfield Parish Council specific trees may be planted within the Natural Burial Ground Section, but the position and type must be agreed prior to placement. A recommended supplier will deliver any specimen to the cemetery where the cemetery staff will plant in the agreed position.

The Parish Council accepts no responsibility for future ongoing maintenance or replacement of any trees within the cemetery

Memorialisation

The Natural Burial Ground exists to give residents and non-residents of Cuckfield the opportunity to arrange for as natural a burial as possible to take place within Cuckfield.

Therefore, no memorials of any description are allowed within this section. Natural flowers

laid at the time of the burial are allowed but will be removed after they have become withered and unsightly.

Memorial plaques, artificial flowers, vases, or any other type of receptacle is not allowed and will be removed and disposed of.

The area will be left to develop naturally into a meadow maintained to a minimum standard allowing natural flora to flourish.

Stonemason's Insurance

All stonemasons working within the cemetery are required to hold public liability insurance covering them for up to £5,000,000. A copy of the insurance will be requested annually and held on file by the Cemetery Registrar. A copy can also be requested by the registrar at any time as a condition of issuing a permit for memorial works.

Other Memorialisation

There may be occasions when replacement is necessary, and opportunities to purchase furniture, trees, shrubs, bulbs and other items that can be used within the cemetery may arise. All enquiries with regards to the availability of these items should be directed to the Cemetery Registrar whose details are shown on page 3 of this booklet.



Disclaimer

It should be noted that all the information provided in the booklet is correct at the time of printing. The Council accepts no responsibility for errors which may occur and reserves the right to change or amend as necessary.